

Permit Associate

Location:
Gallatin

The city of Gallatin is accepting applications for a permit associate. The purpose of this position is to assist the public and provide technical office support duties related to the processing and issuance of building permits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Reviews plot plans, plats, and permit documents for pertinent information in order to verify accuracy and completeness of information.
2. Determines permit, plan, and process requirements for prospective applicants.
3. Reviews building plans and permit applications for completeness and compliance with established codes, ordinances, policies and procedures.
4. Processes permit applications and plan intake.
5. Determines processing needs for projects.
6. Assists building inspectors by performing code and records research and compiling data.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in business or other professional related field.
- Must have a minimum of three (3) years' relevant experience in construction/ inspections experience, preferably in an administrative role.
- Must have certification as a Permit Technician through a recognized certification organization within one (1) year from date of hire.
- Must have a valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of internal and external public agency permitting requirements.
- Knowledge of construction plans, construction terminology, construction practices, and basic math.
- Ability to use and manipulate Microsoft Office.
- Ability to review, interpret, and explain written documents
- Ability to use a computer and related software applications.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:

Works in an office setting, in generally comfortable conditions.

Please apply online at the City of Gallatin: [https:// cogselfserve.gallatin-tn.gov/ esslive/ EmploymentOpportunities/ JobDetail.aspx?req=813&sreq=2&form=GEN&desc=PERMIT%20ASSOCIATE%20-%20CODES%20DEPARTMENT](https://cogselfserve.gallatin-tn.gov/esslive/ EmploymentOpportunities/ JobDetail.aspx?req=813&sreq=2&form=GEN&desc=PERMIT%20ASSOCIATE%20-%20CODES%20DEPARTMENT)

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.